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22 April 1965

MEMORANDUM FOR: Chief, Records Administration Staff/DDS

FROM : Records Management Officer, CGS/DDI

SUBJECT : Report on efforts made to eliminate inactive records within the Collection Guidance Staff/DDI

REFERENCE : HN dated 24 February 1965

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1. Immediately preceding reception of the referenced directive asking that an all out effort be made to eliminate inactive records and otherwise reduce holdings, the Collection Guidance Staff had just developed its Records Control Schedule and had purged its files and turned in excess equipment. Accordingly, there has been relatively little left to eliminate. Nonetheless, the following actions have been taken:

a. The number of copies of certain documents retained has been cut resulting in a four cubic foot saving.

b. Thirty-three cubic feet of records have been forwarded to the Records Center.

2. In another year with more experience the Records Control Schedule can be re-examined and perhaps considerable elimination result.



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